

## **The Hawkesbury Hospital Hall Employment Policy**

### **Purpose**

The purpose of this policy is to establish the principles and requirements for employing people in both a voluntary and paid capacity. As much as possible, Hawkesbury Hospital Hall a Charitable Incorporated Organisation (HHHCIO) will undertake activities and events using volunteers. It is however recognised that this may not always be possible.

HHHCIO believes in equal opportunities and diversity which is covered in a separate policy.

### **Scope**

Volunteers and staff that are in position to ensure the smooth running of HHHCIO. The individuals falling within the scope of this policy include trustees, committee members, other volunteers and paid employees. The committee will make every effort to match individual skills to roles required.

### **Recruitment**

Members of the community in Hawkesbury Upton are encouraged to volunteer and every effort is made to match their skills to tasks to ensure their full potential is realised.

Volunteers / employees will be recruited on a fair and open basis and strictly in accordance with our equality and diversity policy. Vacancies will be advertised on the HHHCIO website, in the Parish News and in other ways which might help attract suitable candidates.

The decision to recruit a paid member of staff can only be made by the full Committee at a monthly meeting of the HHHCIO. Details of the role and its responsibilities, and approximate rate of pay will be shared and agreed with the Committee. The role will be advertised as above, and potential candidates asked to submit a letter or email of application. An interview will be carried out by at least two members of the Management Committee to assess the applicant's suitability for the role. Following the interview, the two Management committee members will decide whether or not to make an offer of employment to the applicant. The offer will be confirmed in writing. The offer letter will confirm the terms and conditions for the role including the role title, the name and contact details of the committee member(s) to whom the employee should report to or raise any issues, the pay rate and expected hours of work.

Where appropriate paid holiday entitlement, sick pay and pension entitlement pay will be confirmed. Requirements relating to reporting of hours worked will also be included along with details for the form and periodicity of payment and references to policies that must be adhered to. The employee will be required to sign the offer letter to confirm their employment and agreement to the terms & conditions stated in the offer.

The employer is HHCIO which is responsible for ensuring that employment laws are adhered to. This includes payment of the minimum wage, equal pay for men and women, holiday and sick pay and pension where appropriate, antidiscrimination, protecting vulnerable groups, maintaining staff records within the GDPR policy requirements and Health and Safety legislation including accident reporting.

The HHCIO will deal with national insurance and tax for employees where required.

If a successful candidate is already self-employed, the HHCIO will confirm that they are going to make their own arrangements for income tax and national insurance. This will remain the responsibility of the individual and not of the HHCIO.

Successful applicants will be notified as soon as possible. Feedback will be available if requested.

### **Salaries and Expenses**

HHCIO trustees cannot be paid for doing the work of a trustee

Volunteers provide their time for free to HHCIO

For paid employees all salaries and conditions of employment must be approved by the HHCIO and then set out in writing to the employee. A copy will be retained by the HHCIO.

Volunteers who incur costs while undertaking activities for HHCIO will have any monies reimbursed. All costs must have a receipt.

All activities requiring expenditure must be approved by HHCIO management committee prior to expenditure

### **Training and Support**

Training will be provided as appropriate.

Volunteers and paid staff can also contact any member of the trustees.

No volunteer, trustee, committee member or paid member of staff will have unsupervised access to children unless appropriately vetted. All checks will be undertaken in compliance with appropriate legislation. This is covered within the Safeguarding Policy.

### **Grievance Procedure**

Should volunteers or staff have any grievance relating to their employment or on the activity in which they are volunteering the matter should be raised in the first instance with the HHCIO committee member to whom they report. The committee member will inform at least one other HHCIO committee member before agreeing what action will be taken and reporting this to the volunteer / staff member. This will be completed within a period no greater than 7 working days. If the volunteer/ staff member is not happy with the proposed course of action they should report this back to the HHCIO committee members and escalate the matter to the Chair of the

HHHCIO management committee who will seek to resolve the issue including if appropriate seeking a mutually respected person to mediate.

### **Review of Performance / Employment**

HHHCIO management committee will continually review the need for roles required for the hall, this may result in particular roles being cancelled or becoming redundant. For any roles made redundant then current legislation will apply.

Where there are issues relating to the performance of a role, these issues will be presented to the HHHCIO committee member responsible for the role to be resolved. If the issue is not resolved, then it will be referred to the full HHHCIO committee to gain resolution

Poor performance, disciplinary and sickness issues will be dealt with in accordance with the relevant policies.

### **Casual specific event employment**

For specific events it may be necessary to utilise paid staff on a casual basis for the purpose of that specific event. In such cases the application and interview processes and consequent employment offer will not apply. All other aspects of this policy will be relevant. Such personnel will be treated as self-employed

### **Insurance**

Volunteers and staff are covered by HHHCIO's insurance policy whilst they are on the premises or engaged in any work on behalf of HHHCIO.

### **Other Hall policies**

Volunteers and staff will have access to all HHHCIO's policies and must adhere to them.

### **Health and Safety**

Volunteers and staff are covered by HHH's health and safety policy and must adhere to all requirements placed upon them by the policy.

### **Confidentiality**

Volunteers and staff are required to observe confidentially where appropriate and to adhere to the GDPR policy.